

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**REQUEST FOR PROPOSALS**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID #12-39 DESIGN SERVICES – ROBBINS LIBRARY SLATE ROOF REPLACEMENT**

The Town of Arlington, acting thru the Town Manager seeks proposals for Design Services in connection with Slate Roof Replacement at the Robbins Library, 700 Massachusetts Ave., Arlington, MA.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday September 13, 2012** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Five (5) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #12-39 Design Services – Robbins Library Slate Roof Replacement - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #12-39 Design Services – Robbins Library Slate Roof Replacement - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

August 23, 2012

TOWN OF ARLINGTON  
Adam W. Chapdelaine  
Town Manager

# REQUEST FOR PROPOSALS

## Town of Arlington - Design Services

### Robbins Library Slate Roof Replacement

The Town of Arlington, acting thru the Town Manager seeks proposals for Design services in connection with Slate Roof Replacement at the Robbins Library, 700 Massachusetts Avenue, Arlington, MA. The original building built in 1892 and the addition added in 1932 are the areas that will need replacement. The work will include replacement of slate roof, gutters and downspouts. The awarded vendor will be responsible for accurate measurements, drafting specifications and drawings for bidding purposes. The Estimated construction cost for this project is \$400,000.00.

#### **Schedule:**

It is the intent of the Town to have all documents ready for bidding by February 2013 and to complete the work by the summer of 2013.

#### **Qualifications:**

**All applicant firms must possess the following minimum qualifications:**

1. Massachusetts registration and licensing in all applicable disciplines;
2. Minimum of three (5) completed projects similar in scope and cost. Include Project Name, Owner, Architect, Contract Amount, Date of construction and a brief description of the scope of work.
3. Familiarity with the Chapter 579 of the Acts of 1980; The Omnibus Construction Reform Act, Massachusetts Public Bidding Laws, Chapter 149, including experience with Filed Sub-Bid procedures. Include experience with Chapter 30B Procurement procedures.
4. Knowledge of the Massachusetts State Building Code including Chapter 13: Energy Conservation, Architectural Access Board Regulations and Americans with Disabilities Act.
5. Proof of financial stability including Professional Liability insurance in the amount of \$2,000,000.

#### **Submittal Requirements:**

All submittals shall be clearly identified as

" Proposal for Architectural Services / Robbins Library Slate Roof Replacement "

and shall be received by: **1:00 PM, Thursday September 13, 2012** at the office of the Town Manager, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA. 02174

1. Provide five (5) copies of the Submittal. Each copy shall be bound and identified on the cover as "Proposal for Architectural Services" with the name of the Architectural Firm clearly visible.
2. Include a history of the firm, names and qualifications of all specific personnel, including resumes, to be assigned to this project, including indication of time to be assigned to this project.

#### **Selection and Fee:**

Finalists may be selected for an interview with the Town Manager or his designee based upon a review of all proposals received. The fee for services provided will be negotiated between the Town of Arlington, acting thru the Town Manager and the firm selected.

**Questions:** Any questions on this proposal shall be directed to Domenic R. Lanzillotti, Purchasing Officer at (781) 316-3003 or email [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us).

The Town Manager reserves the right to accept any submittal in whole or in part or to reject any and all submittals if it be in the best interest of the Town to do so.

## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

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**(Signature of individual submitting bid or proposal)**

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**(Name of individual submitting bid or proposal)**

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**Name of Business**

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**Date**

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Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Social Security Number or  
Federal Identification Number

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Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS**

***MUST BE SIGNED AND***

**SUBMITTED WITH BID**